



EMPLOYMENT OPPORTUNITY

Job Title: Zoning Technician
Hiring Range: Grade 19, Hiring Range \$18.26 - \$22.42 per hour DOE
Status: Full-time, non-exempt position
Application Deadline: Open until filled

General Statement of Duties

Performs a variety of technical duties in support of the Town's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance and other matters of public concern; and serves as a resource and provides information on Town regulations to property owners, residents, businesses, the general public, and other Town departments and divisions.

Distinguishing Features of the Class

Work includes plan review, issuing permits, answering questions from citizens and staff, and monitoring and enforcing specific codes within the zoning and development ordinances. Enforcement work includes receiving complaints, investigating complaints, communicating with complainants and violators, negotiating solutions, preparing and issuing citations and fines, and maintaining detailed records. Considerable judgment, diplomacy, tact, and firmness are required in dealing with the citizens regarding sensitive subjects. Work is performed under the regular supervision of the Planning and Zoning Administrator and is evaluated through observation, review of records and reports, and in conferences.

Desirable Education and Experience

Equivalent to high school diploma supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, planning or other related field. One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable. Must possess a valid North Carolina driver's license.

How to Apply: Please submit a completed employment application, which can be found on the town's website, www.oakislandnc.com under the Job Opportunity page. Applications can be emailed, faxed, or mailed (see below)

Where to Apply: Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Telephone: (910) 201-8014
Fax: (910) 278-9542
Email: HR@oakislandnc.com